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**From:** Han, Linda (DPH)  
**Sent:** Monday, April 11, 2011 2:42 PM  
**To:** Connolly, Grace (DPH); Nassif, Julianne (DPH)  
**Subject:** RE: Section 8.8 Non-FMLA Family Leave  
**Attachments:** non FMLA family leave denial.doc

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**From:** Han, Linda (DPH)  
**Sent:** Monday, April 11, 2011 2:41 PM  
**To:** Connolly, Grace (DPH); Nassif, Julianne (DPH)  
**Subject:** RE: Section 8.8 Non-FMLA Family Leave

Is the attached memo adequate? Feel free to add anything that I missed.

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**From:** Connolly, Grace (DPH)  
**Sent:** Monday, April 11, 2011 11:15 AM  
**To:** Nassif, Julianne (DPH); Han, Linda (DPH)  
**Subject:** Section 8.8 Non-FMLA Family Leave

She has not used her 10 union days and she can do so up to a year from the birth on 11/21/10. Those can be used intermittently in full day increments. The non-FMLA is discretionary so Linda can deny it by writing a letter to the employee saying it's denied due to operation needs.

You do not have to allow the two additional sick days at the end of her leave but that's solely at your discretion.